

## POSITION VACANCY ANNOUNCEMENT

Announcement No.: 09-23  
Opening Date: 10/15/2009  
Closing Date: 10/20/2009

Position Title/Series/Grade: Supervisory, Admissions & Appellate  
Section, (Supervisory Legal  
Administrative Specialist)  
GS-901-9 with promotion potential  
to the GS-11

Salary Range: GS-9 - \$50,408 - \$65,531

Location: United States Tax Court  
Office of the Clerk  
Court Services  
Admissions and Appellate Section

Area of Consideration: Status Candidates Only  
(Merit Promotion)  
Competitive Civil Service Status Required

**Major Duties:** The incumbent provides administrative support to the Committee on Admissions, Ethics, and Discipline and serves as Supervisor of the Admissions and Appellate Section overseeing the daily activity of the staff handling admission and appellate matters. **In performing Admissions work** the incumbent is responsible for processing and overseeing all applications for admission to practice before the Court; assisting the Committee on Admissions, Ethics, and Discipline by collecting and preparing data on admissions cases for its consideration and on other matters brought to the attention of the Committee concerning enrolled practitioners or applicants for admission to practice; receiving and answering inquiries from attorneys and others concerning the requirements for admission to practice before the Tax Court; drafting Orders of the Court for approval and the Committee Chair's signature, directing the admission and enrollment of acceptable applicants to practice before the Court; developing and executing the physical arrangements for each bi-annual written examination, preparing notices to eligible examinees and assisting the appointed Examination Committee; compiling and preparing reports or findings on cases for consideration before the Committee on Admissions, Ethics, and Discipline; and, preparing letters in response to applicants or to members of the Tax Court Bar regarding either admission to practice or their current standing with the Court.

**In performing Appellate work** the incumbent is responsible for instructing and assessing staff on performance of tasks and job techniques; receiving, examining and assigning the handling of all appeal bonds and notices for appellate review of Tax Court decisions; preparing records pertaining to the progress of the review through the Office of the Clerk and relating to the disposition of the case by the appellate court; assigning cases to subordinates for the preparation of the record on review; directing and supervising preparation of notices to the parties as to the status of records and fees; digesting the opinions of the Federal appellate courts in Tax Court reviews for classification; reviewing mandates of such courts for completeness and conformance to appellate courts' opinions; serving as liaison between the public and Court to answer questions and provide assistance; and preparing and distributing to the Court and outside publishers weekly reports relating to cases commenced on appeal and appeals reinstated.

**Qualifications Requirement:** Applicants **must** meet all qualification and time-in grade requirements within 30 days of the closing date of this announcement. **Completion of a four year academic program leading to a Bachelor's degree is highly desirable.**

**To qualify at the GS-9 level,** candidates must have at least 52 weeks of qualifying specialized experience equivalent to the GS-7 level in the Federal service or have a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree.

**Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities required for successful job performance. Such experience must be demonstrated by having worked either in the legal profession or in a professional environment performing duties that are comparable in nature to the work of this position.**

**Special Rating Factors:** Applicants are **required** to address each Special Rating Factor providing detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility.

- 1. Demonstrated ability to communicate effectively, both orally and in writing, with diverse parties, including Judges and executive level managers.**
- 2. Demonstrated ability to maintain strict confidentiality of privileged information, and perform a wide range of duties that require tact, sensitivity, independent judgement, diplomacy, organizational skills, flexibility and discretion.**
- 3. Demonstrated ability to absorb, master and apply legal concepts, rules and procedure.**

4. **Demonstrated ability to supervise a staff through direction, guidance and training.**
5. **Skill in using proper English grammar, punctuation, and spelling, sufficient to prepare reports, supplementary data, orders, letters and other legal documents.**

**Narrative Statements:** To ensure full consideration for the subject position, applicants **MUST** submit a narrative, with detailed evidence of the Special Rating Factors in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. Applicants should list each special rating factor and describe their experience, education, training, performance, awards, and other activities that reflect possession of the knowledge, skills, and abilities. Cross-referencing the application/resume and/or submitting Special Rating Factors for other positions is not acceptable.

**Basis of Rating:** Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities listed above. You should provide detailed evidence in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

**Additional Information:**

- Candidates must meet appropriate time-in-grade requirements.
- First time supervisors are required to serve a 1 year probationary period.
- Candidates **MUST** submit a copy of latest SF-50 showing tenure group and promotion potential (if any).
- Transcripts must be submitted to qualify based on education.
- Relocation expenses or expenses incurred to travel for an interview will not be paid by the Tax Court.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

**How to Apply:** Applicants must submit all application materials explained in this vacancy announcement to:

**United States Tax Court  
Office of Human Resources, Room 106  
400 Second Street, NW  
Washington, DC 20217**

**Application materials must include: A resume or OF-612; Narrative Statements - addressing the Special Rating Factors; most recent SF-50, Notification of Personnel Action, showing tenure group and promotion potential if any, and transcripts if applicable.** All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 106 by the closing date of this announcement. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. You may fax all your application materials to (202) 521-4568 or email to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov). When faxing or emailing application materials please indicate the position you are applying for and the announcement number. For additional information, call the Office of Human Resources at (202) 521-4700.

**FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

**The United States Tax Court is an equal opportunity employer.**